



American Institute in Taiwan

Please follow the steps below **before** your immigrant visa interview at the American Institute in Taiwan.

Step 1: Register a document delivery address online

Once you are notified of your appointment by the National Visa Center, you need to register a document delivery address online. Registering provides us the information we need to return your case documents and passport to you after your interview. Registration is free. Click the "Register" button below to register.

[Register](#)

Step 2: Get a medical exam in Taiwan

As soon as you receive your appointment date, you must schedule a medical exam in Taiwan. Click the "Medical Exam Instructions" button below for a list of designated doctor's offices in Taiwan. Please schedule and attend a medical exam with one of these doctors before your interview.

[Medical Exam Instructions](#)

Step 3: Complete your pre-interview checklist

It is important that you bring all required original documents to your interview. We've created a checklist that will tell you what to bring. Please print the checklist below and bring it to your interview along with the listed documents.

[Pre-Interview Checklist](#)


Step 4: Review interview guidelines


Read our interview guidelines to learn about any special actions that you need to take *before* your visa interview.


[Interview Guidelines](#)


Contact information


American Institute in Taiwan
No. 7, Ln. 134, Sec.3, Xinyi Rd.
Da'an District Taipei City 10659
Taiwan

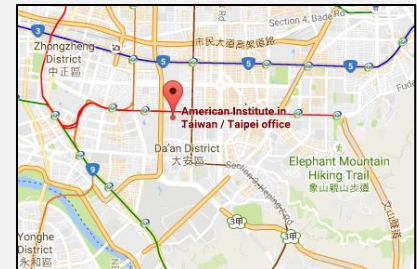
 Phone:
[Call Center](#)

 Email:
support-taiwan@ustraveldocs.com

 Website:
ait.org.tw/en

 Cancel and Reschedule:
VisaIV-AIT@state.gov

 Map:



Other links

- [Diversity visa instructions](#)
- [After your interview](#)
- [Frequently asked questions](#)

Social media



Updated Dec. 29, 2016



Medical Exam Instructions

All immigrant visa applicants, regardless of age, require a medical examination prior to the issuance of a visa. Only a physician accredited by the American Institute in Taiwan can perform this exam. **It is your responsibility to schedule a medical exam with one of the doctors listed below before your visa interview appointment** at the American Institute in Taiwan. Medical examination results from other physicians will not be accepted.

It can take up to two (2) weeks for the doctor to complete your medical examination report. If you do not bring this report to your visa interview, we cannot issue you a visa. Therefore, we recommend that you schedule your medical exam approximately three (3) weeks before your visa interview.

Approved physicians

DEPARTMENT OF PREVENTIVE MEDICINE KAOHSIUNG MEDICAL UNIVERSITY HOSPITAL

Dr. Chia-I Lin and Dr. Jeng Fu Yang
Number 100, Ziyou 1st Rd., Sanmin District,
Kaohsiung City 807, Taiwan R.O.C
Telephone: (07) 3121101 ext. 6863 or 6866

MacKAY MEMORIAL HOSPITAL

Dr. Pei-Jan Chen, Dr. Meng-Ting Tsou, and Dr. Jia-Yin Hou
#92, Chung Shan N. Rd., Sec.2, Taipei
Telephone: 2543-3535 ext. 2860-2866

DEPARTMENT OF HEALTH EXECUTIVE YUAN FENG YUAN HOSPITAL

Dr. Fu Chun Lee, Dr. Bih Ching Chung, and Dr. Yu Chieh Tsai
No.100, An-Kan Road, Feng Yuan District, Taichung City 420
Telephone: (04) 2527-1180 ext. 3232

TAIWAN ADVENTIST HOSPITAL

Dr. James E. Lin, Dr. Chia Lin Lo, and Dr. Chi-Hsung Huang
#424, Pa Teh Rd., Sec.2, Taipei
Telephone: 2781-3394, 2740-0729

Items to bring to your medical examination

Any medical examination fees, including x-ray and blood test fees, must be paid directly to the examining physician. Bring the following items to your medical exam:

1. Your visa interview appointment letter,
2. Your passport,
3. Photos (please contact your selected hospital to inquire about the most up-to-date photo requirements), and
4. A copy of your immunization records.

During the medical exam

The medical examination will include a medical history review, physical examination, and chest X-ray, gonorrhea test, and blood tests (for applicants 15 years of age or older). The United States also requires tuberculosis (TB) testing for all applicants two years of age and older. Please be prepared to discuss your medical history, medications you are taking, and current treatments you are undergoing. More information on general medical requirements for U.S. immigrants is available [here](#). U.S. immigration law requires immigrant visa applicants to obtain certain vaccinations prior to the issuance of a visa. Current immigrant visa vaccination requirements are available [here](#). You can also read Frequently Asked Questions about our medical examination requirements [online](#).

After the medical exam

When your exam is complete, the doctor will give you the results in a sealed envelope. **DO NOT OPEN THIS ENVELOPE.** Instead, bring it to your visa interview. Any x-rays will be given to you. You **DO NOT** need to bring the x-rays to your visa interview unless you suffer from tuberculosis. However, you **must** carry the x-rays with you when you travel to the United States for the first time. The medical report must be less than six months old when you enter the United States.

Pre-Interview Checklist ☒



Please use the list below to ensure you have all of the items that every applicant must bring to the immigrant visa interview. Any documents that are not in either English or Chinese must be accompanied by a certified English translation:

- ☐ A copy of your NVC interview letter (does not apply to Diversity Visa, fiancé(e), adoptive, or asylee/refugee applicants).
- ☐ Unexpired passport valid for 60 days beyond the period of validity of your immigrant visa.
- ☐ Two (2) color photographs of each person applying for a visa (5 cm x 5 cm). Please review our [online photo requirements](#).
- ☐ Confirmation page from the Form DS-260 Application for an Immigrant Visa you submitted online at ceac.state.gov/iv.
- ☐ Your **original** birth certificate and a photocopy. **NOTE:** People born in Taiwan and the People's Republic of China may apply for an original household registration in lieu of a birth certificate. This is the initial household registry that the applicant registered with the Household Administration after birth in Taiwan or upon first arrival in Taiwan. You can find information on [how to obtain this document](#) online.
- ☐ Medical examination results in a sealed envelope (*if the physician gives you these results*).
- ☐ Household Registration (**original** and current) - one for each person.

Applicants who fall into any category listed in italics below should bring these additional documents:

For family-based visa applications:

- ☐ The appropriate [Form I-864 Affidavit of Support](#) for **each** financial sponsor along with a photocopy of the sponsor's IRS transcript or most recent U.S. federal income tax return, and any relevant W-2s.
- ☐ Proof of your U.S. petitioner's status (photocopy of a U.S. passport, naturalization certificate, or lawful permanent resident card) and [domicile](#) in the United States.
- ☐ Evidence of the relationship between the petitioner and visa applicant (such as photographs, letters, or emails).
- ☐ *If you are married:* Your **original** marriage certificate and a photocopy.
- ☐ *If you were previously married:* Your **original** divorce or spouse's death certificate, and a photocopy.
- ☐ *If you are older than 16 years of age:* The **original** police certificate from your country of current residence and countries where you previously resided for one year or longer. If these three items are **all** true, you must bring a more recent police certificate to the interview:
 1. You are older than 16 years;
 2. You obtained a police certificate and submitted it to NVC *more than one year ago*; and
 3. You still live in the country that issued the police certificate.
- ☐ *For employment-based visa applications:* Letter from your U.S. employer dated less than one month ago.
- ☐ *If you have ever been convicted of a crime:* Court and criminal records, and a photocopy.
- ☐ *If you have served in any country's military:* Military records and a photocopy.
- ☐ *If you are adopted:* Adoption papers or custody documents, and a photocopy.
- ☐ *If you are the petitioner's stepchild:* The **original** marriage certificate of the petitioner and your biological parent, and a photocopy along with divorce records for any previous marriages of either parent.

Interview Guidelines



Sending documents to the American Institute in Taiwan

If you need to send us any documents, you can mail them to the Immigrant Visa Unit at the American Institute in Taiwan (AIT). You may bring original documents (plus a photocopy for the institute's files) to your visa interview.

Rescheduling or cancelling your interview

If you would like to have your appointment changed or rescheduled, please e-mail visaiv-ait@state.gov. **There may be a significant wait before the next available appointment**, so please attempt to attend the date already assigned. DV applicants should be aware that visas are numerically limited and must be issued by September 30 of the program year. For these applicants, **there is no guarantee that a visa will still be available on the date of your rescheduled interview**. Please carefully consult the [Visa Bulletin](#) before you decide to reschedule your interview.

Please note: You need to register your document delivery address online (see [Step 1](#)) before you can reschedule it. Rescheduling is only possible on a date after your assigned appointment.

Security screening procedures

All visitors to AIT must follow certain security procedures. Any visitor who declines to be screened by our security personnel will be unable to enter the institute. To avoid delaying your entry and that of those in line behind you, please bring only what is required for your interview. **Cell phones are NOT allowed in the interviewing area, and there are no storage facilities available for them.** When you arrive at AIT, please check in at Window 8 on the first floor. Please do not arrive more than 30 minutes before your appointment.

Accompanying persons

Attorneys are **not** permitted to accompany clients into the waiting room or to their interview. Only the following persons may accompany a visa applicant to their interview:

- Parents or legal guardians of applicants under 18 years old.
- Aides of disabled applicants.

Immigrant visa fees

If you have not paid all required fees to either the National Visa Center or via the appointment website, please be prepared to pay these fees on the day of your interview. All fees may be paid in U.S. dollars, NT dollars, or by credit card. Checks are not accepted. *Please note that if you are found ineligible to receive a visa, the application fee cannot be refunded.* A complete list of fees can be found [here](#).

Do not make travel plans outside of Taiwan

If your visa is approved, we will keep your passport at the American Institute while we prepare your immigration packet and print a visa for your passport. We will return your passport to you later via courier services only. If you have to travel within Taiwan while your passport is still with us, please make sure you have a valid picture ID other than your passport.

After Your Visa Interview



A consular officer can make a decision on a visa application only after reviewing the formal application and interviewing the applicant. ***There is no guarantee that you will receive a visa.*** Do not sell your house, car or property, resign from your job or make non-refundable flight or other travel arrangements until you have received your immigrant visa.

If more information is needed

Sometimes a consular officer is unable to make a decision on a visa application because he/she needs to review additional documents or the case requires further administrative processing. *When additional documents are requested*, the consular officer will give you a refusal letter that asks you to submit additional documents. The letter will include instructions on how to send those documents to AIT.

Administrative processing takes additional time after the interview. Most administrative processing is resolved within 60 days. However, the timing varies based on the circumstances of each case. Before inquiring about the status of administrative processing, please wait **at least** 60 days after your interview.

What happens after visa approval

Passport, Visa, and Sealed Immigrant Packet – We will place your immigrant visa on a page in your passport. Please review your visa to make sure there are no spelling errors. We will also give you a sealed envelope containing documents that you must give to U.S. immigration authorities when you arrive in the United States for the first time. ***Do not open this envelope. You must carry it with you; do not put it in your checked luggage.*** If you receive X-rays during your medical examination, carry those with you and give them to the U.S. immigration authorities.

USCIS Immigrant Fee – All individuals who are issued immigrant visas overseas must **pay an Immigrant Fee** to U.S. Citizenship and Immigration Services (USCIS) **prior to traveling** to the United States. This fee is for processing your residency status and printing your Permanent Resident Card. The only people exempt from paying this fee are: children entering the United States under the Hague Process, returning residents, and people traveling on a K visa.

When You Should Travel – You must enter the United States *before* the expiration date on your visa, which is usually six months from the date of printing. Your visa cannot be extended and all fees are nonrefundable. The principal applicant must enter **before or at the same time** as other family members with visas. Unless they are eligible for benefits under the Child Status Protection Act, children who are issued a visa before turning 21 years of age must enter the United States **before** their 21st birthday to avoid losing their immigrant status.

Obtaining a Green Card – Your Form I-551 Permanent Resident Card, also known as a green card, will be automatically mailed to the address in the United States that you write in your visa application form. This is a very important document that proves you have permission to reside in the United States. *Do not travel outside of the United States until you receive your Permanent Resident Card. Once your card is issued, you should not stay outside of the United States for more than one year. If you do, you will lose your status as a Lawful Permanent Resident.*

Children's Issues – In the United States, children are required to have certain vaccinations before they can enroll in school. We recommend that you bring your child's complete vaccination records with you to the United States. If your child is adopted, you have full custody as a result of a divorce, or you share custody with another parent, you should bring a copy of all applicable adoption or custodial papers from the authoritative court in your home country. You will need these papers (translated into English) for issues such as school enrollment, medical care, and eventual citizenship.

Information for New Immigrants – Please visit the USCIS web page for helpful information on moving to the United States. You can read their publication "[Welcome to the United States: A Guide for New Immigrants](#)" online.

Diversity Visa Applicants – Additional Information



If you are interviewing for a Diversity Visa (DV), all of the above instructions apply to you. Please schedule and attend a medical examination prior to your visa interview; enroll in the required courier service; and gather the required documents.

*Below are additional instructions that apply **only** to DV applicants.*

Bring to your interview

In addition to the documents listed on the Pre-Interview Checklist in this package, DV applicants should also bring the following items to your visa interview:

- ☐ Appointment information printed from the “Entrant Status Check” on the [E-DV website](#).
- ☐ Documents showing that you have either a qualifying high school education **OR** have two years of qualifying work experience in the last five years immediately prior to application (for the principal applicant only; more information is available [online](#)).
- ☐ Payment in cash or by credit card of the \$330 Diversity Visa Application Fee.

Review your DV Lottery entry

Prior to your visa interview, we recommend that you review the data on your initial E-DV entry. On your initial E-DV application, you must have correctly entered your marital status. If you are legally married you must have listed your spouse, even if you are currently separated from him/her (unless your spouse is a U.S. citizen or Lawful Permanent Resident).

Additionally, you must have listed ALL of your living children who are unmarried and under 21 years old. This includes your natural children, your spouse’s children, or children you have formally adopted in accordance with the laws of your country.

Failure to have listed an existing spouse or children at the time of your entry in the Diversity Visa lottery will result in the denial of your visa and visas for your family. Any fees paid to the U.S. government in support of your visa application(s) are nonrefundable. If you failed to include a child who had already been born, or a spouse to whom you were married when you entered the lottery, you should not proceed with the visa application. You can review the eligibility requirements [online](#).